

Department of the Army
Headquarters, United States Army Forces Command
Fort McPherson, Georgia 30330-6000
1 June 1995

FIELD OPERATIONS
Officer's Miscellaneous and Escort Duty Details

Applicability. This memorandum applies to Headquarters, Forces Command Staff agencies and United States Garrison, Fort McPherson.

Suggested Improvements. The proponent of this memorandum is the Deputy Chief of Staff for Personnel and Installation Management, Adjutant General, Headquarters, FORSCOM. Users are invited to send comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms, to Cdr, FORSCOM, ATTN: AFAG-ISE, Fort McPherson, GA 30330-6000.

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FOR THE COMMANDER:

OFFICIAL:

JOHN M. PICKLER
Major General, USA
Chief of Staff



GARY P. CLUKEY
Colonel, USA
Director, Command, Control,
Communications and Computers, G6

DISTRIBUTION of this memorandum is Special for HQ FORSCOM and USAG, Fort McPherson.

Copies furnished:

HQ FORSCOM (AFIS-RPP) (record copy)

1. Purpose

The purpose of this memorandum is to prescribe policies and procedures for the Headquarters, Forces Command (HQ FORSCOM), Officer Miscellaneous and Escort Duty Details.

2. Miscellaneous duty details

a. Duties. The miscellaneous duty roster details include, but are not limited to, such duties as Line of Duty Investigation Officer; Personnel Elimination Boards; Investigative Boards; Article 32 Investigating Officer; Courts Martial; Commander's Inquiry, and Casualty Assistance Officer. Frequency of duty varies with grade, qualification, and experience requirements.

b. Eligibility.

(1) All officers in the rank of warrant officer through colonel assigned to HQ FORSCOM and HQ USAG, Fort McPherson will be detailed, as required, from the miscellaneous duty roster. This includes Army National Guard (ARNG) and United States Army Reserve (USAR) officers on active duty with HQ FORSCOM for 179 days or longer and Joint

Service Officers assigned to HQ FORSCOM. Officers identified as eligible for miscellaneous duty should be exempt from the escort duty roster; however, this is each directorate's decision. Should a directorate decide to detail one of their officers on the miscellaneous duty roster with escort duty, they must notify AFAG-ISE to receive credit on the miscellaneous duty roster. General exemptions are listed in Appendix A.

(2) Officers of other services will perform miscellaneous duty details, i.e., Courts Martial, Commander's Inquiry, and Report of Survey. They will not be required to perform duties peculiar to the Army, i.e., MOS Medical Retention Board (MMRB), or Casualty Assistance Officer (CAO).

c. General. Selected officers, once detailed, will perform the required duty. Requests for leave, temporary duty, or other absences will normally be approved only if the absence will not interfere with the performance of the duty to which detailed. Emergencies and unforeseen operational requirements may warrant deferral or replacement of the detailed officer. Refer to paragraph 4a(3).

(1) The AG will be responsible only for replacing those officers who are scheduled for approved leave or TDY prior to date of duty tasked. If an officer has leave or TDY during the period of duty, provide CDR, FORSCOM, ATTN: AFAG-ISE, Fort McPherson, GA 30330-6000, with a copy of his/her leave or TDY orders and they will be replaced.

(2) If an officer is unable to perform the detail for any reason other than previously scheduled and approved leave or TDY, the officer's directorate/staff agency is responsible for providing a suitable replacement. The directorate/staff agency will inform AFAG-ISE and coordinate the change with the appropriate tasking office. In this case, the officer tasked from the miscellaneous duty roster will be given credit for the duty, not his or her replacement.

3. Escort duty details

a. Duties. Escort HQ FORSCOM general officer and distinguished visitors, as designated by SGS/Protocol.

b. Eligibility. All officers in the rank of captain through lieutenant colonel assigned to HQ FORSCOM, as designated by the directorate/staff agency chief. This includes ARNG and USAR officers on active duty with HQ FORSCOM for 179 days or longer and joint service officers. Officers identified as eligible for escort duty will be exempt from the miscellaneous duty roster; however, each directorate should ensure equitable distribution of eligible officers for each type duty.

c. General. Directorates/staff agencies will be tasked to provide an officer for escort duty. Taskings will be based on a fair share formula determined by the number of available officers within each directorate/staff agency. Directorates/staff agencies will be responsible for ensuring the availability of the selected officer or replacing him/her as required.

d. The AG will be responsible for changing only those taskings when specific requirements exist that the tasked directorate/staff agency is unable to fill, e.g., a female LTC. In the event of such a tasking, the directorate/staff agency must immediately notify AFAG-ISE and the tasking will be redirected as necessary.

4. Responsibilities and procedures

a. Information and Services Management Branch, Office of the Adjutant General, will--

(1) Maintain miscellaneous duty rosters.

(2) Notify the officers and their directorate/staff agency chiefs by memorandum (fig 1) or E-Mail, as details are assigned. The administrative section of the directorate/staff section tasked will acknowledge receipt of tasking(s) by signing pre-printed 1st Endorsement to the memorandum (fig 2), and returning it to AFAG-ISE or by E-Mail.

(3) Furnish a substitute when the scheduled officer is unavailable after appointment due to emergencies (e.g., sick in hospital, quarters, etc.); unforeseen operational requirements; or already scheduled for leave or TDY prior to appointment that would interfere during the period of duty. These cases must be coordinated with AFAG-ISE before the officer is excused from appointed duties. Some duties that require tasking(s) for long periods such as CAO and Courts Martial Board (CMB) may still be required even though the officer has some planned absence(s).

(4) Provide a quarterly listing to each staff agency of officers assigned for review and update.

b. Directorate/staff agency chiefs will--

(1) Identify all eligible officers, as outlined in paragraphs 4a(2) and 4a(3), above, for detail to either miscellaneous or escort duty details (fig 3).

(2) Ensure that detailed officers are informed and available to perform the scheduled detail.

(3) Upon notification, immediately inform the Information and Services Management Branch, Office of the Adjutant General, extension 7432/7402, if scheduled officer cannot perform the duty for reason outlined in paragraphs 2c(1) and 3c(1), above.

(4) Ensure that detailed officers report for orientation briefings, as may be required by the notification memorandum.

(5) Update and return to AFAG-ISE the quarterly listing of assigned officers.

(6) Notify AFAG-ISE by memorandum (fig 3) or E-Mail, and provide a copy of any appropriate orders of any upcoming changes to an officer's status, e.g., promotion, arrival, departure, change of duty. Officers will be removed from the duty rosters when they are within 10 duty days of departing HQ FORSCOM.

c. Officers detailed for miscellaneous and escort duties will--

(1) Become familiar with the requirements and duties involved with performance of the assigned duty detail.

(2) Notify their directorate/staff agency chief immediately upon receipt of notification of detail if they are unable to perform the detail.

5. Exemptions and deferrals

a. Directorate/staff agency chiefs will submit all requests for exemption (fig 4), from detail (other than those listed in Appendix A) and requests for deferral based on official duties through the Information and Services Management Branch, Office of the Adjutant General, AFAG-ISE, to the

Director, Directorate of Personnel and Installation Management, for approval .

b. Directorate/staff agency chiefs will advise the Information and Services Management Branch, Office of the Adjutant General, AFAG-ISE, telephonically within 3 working days when the person occupying an exempt duty position (Appendix A and other approved exemptions) changes (fig 3).

Appendix A
Exemptions to Miscellaneous and Escort Duty Details

1. Aides-de-Camp.
2. Chaplains.
3. Chiefs and Executive Officers of FORSCOM General Staff Agencies.
4. Deputies to the SGS
5. Commanders stationed at Forts Gillem and McPherson.
6. Judge Advocate General Corps Officers.
7. Chiefs, Operations Division and Current Operations Branch, G3.
8. Chief, FORSCOM Aviation Resource Management Survey (ARMS) Team.
9. Officers assigned to HQ FORSCOM with duty station other than Fort McPherson or Fort Gillem.
10. Officers detailed as "Inspectors General."
11. Officers who are required to wear civilian clothes in the normal performance of their duties.
12. Officers who are within 10 duty days (2 weeks) of departing on permanent change of station, retirement, or separation.

NOTE: Exemption 6 does not apply when the governing directive specifically requires detail officers in the corps, otherwise exempted.

AFAG-ISE (MARKS #)

MEMORANDUM THRU Executive Officer, (Directorate)

FOR _____
(Rank, Name of Officer Appointed)

SUBJECT: Duty Appointment

1. _____
(Rank, Name, SSN)

is detailed for duty for the period _____ through _____
(Date) (Date)

2. Paragraph will contain specific instructions pertinent to this duty appointment.
3. If the above officer has an approved leave or TDY during this period, provide this office with a copy of the leave form or TDY orders, as appropriate, immediately.
4. If the officer is unable to perform the above duty detail for any other reason than leave or TDY, your directorate is responsible for providing a suitable replacement and coordinating the change with Protocol.
5. For additional information, contact MSG Kay, extension 7432.

(Signature Block)
Chief, Information and Services
Management Branch

CF:
Applicable Office

Figure 1. Sample Duty Appointment (informal memorandum)

FORSCOM Memorandum 220-45

Office Symbol (AFAG-ISE/Date of Basic Memo) (220) 1st End
SUBJECT: Duty Appointment

(Appropriate Directorate/Special Staff Agency)

FOR Adjutant General, ATTN: AFAG-ISE

1. _____
(Rank, Name, SSN)

is available for appointed duty detail on the date(s) specified in your basic memorandum.

2. _____
(Rank, Name, SSN)

is not available for appointed duty detail on the date(s) specified in your basic memorandum for the following reason(s):

a. _____ Officer will be absent on the day of detail. A copy of approved DD Form 1610/TDY order is attached.

b. _____ Officer has approved leave for the day of detail. A copy of approved leave, DA Form 31, is attached.

c. _____ Officer is scheduled to depart this headquarters on: _____
(Date)
for _____ (Reason: retirement, reassignment, separation). A copy of pertinent orders attached.

d. _____ Other reason: _____

Encl(if necessary)
as

(Signature Block)
Directorate/Special Staff Agency
Chief or Representative

(Page Number)

Figure 2. Sample Duty Appointment (endorsement)

Office Symbol (MARKS #)

MEMORANDUM FOR Office of the Adjutant General, AFAG-ISE

SUBJECT: FORSCOM Officer Duty Roster Personnel Change

1. The following personnel change for the Officer Duty Roster is submitted:

a. Name: _____

b. Rank/Date of Rank: _____

c. SSN: _____

d. Branch (IN, AR, AG, etc.): _____

e. Component (USA, USAR/AGR, USAF, etc.): _____

f. Date Assigned: _____

g. Duty Eligible for: (Exempt, Escort, Miscellaneous): _____

h. Justification for Exemption (if applicable): _____

i. Other: _____

j. Projected Date of Departure: (PCS, retirement, separation) _____

2. If additional information is required please contact _____
at extension _____.

(Signature Block)
Directorate/Special Staff Agency
Chief or Representative

Figure 3. Sample FORSCOM Officer Duty Roster Personnel Change

FORSCOM Memorandum 220-45

(Office Symbol) (MARKS #)

MEMORANDUM THRU Office of the Adjutant General, AFAG-ISE

FOR Deputy Chief of Staff, Personnel and Installation Management

SUBJECT: Request for Exemption from Officer's Duty Roster

1. Reference FORSCOM Memorandum 220-45, dated _____

2. Request _____
(Rank, Name, SSN)

be exempt from the FORSCOM Officer's Duty Roster for escort and miscellaneous duty details.

3. Justification: _____

4. If additional information is required, contact _____ at
extension _____.

(Signature Block)
Directorate/ Special Staff Agency
Chief or Representative

Figure 4. Sample Request for Exemption from Officer's Duty Roster